



**CALFED  
BAY-DELTA  
PROGRAM**

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## Memorandum

Date: August 25, 2000

To: Ryan Broddrick  
Chief Deputy Director  
Department of Fish & Game

From: Steven R. Ritchie  
Acting Executive Director

*Nancy J. Halverson  
for S.R.*

Subject: Annual Reporting on Work Progress for the CALFED Bay-Delta Program

With completion of the Programmatic EIR/EIS and signing of the Record of Decision, the CALFED Bay-Delta Program is transitioning to the implementation phase. In the Framework for Action, the Governor and Secretary of the Interior have directed that uniform progress be made toward completion of Stage 1 actions, requiring an Annual Report on work progress. Such progress will require the assistance and cooperation of all CALFED agencies.

The Record of Decision requires Program staff to develop a Comprehensive Reporting System, providing status on schedule, expenditures and meeting of objectives for each program element measured against established targets. Staff has begun the development of this reporting system. Specifically, the system will perform the following:

- Separate work into manageable work units, while displaying the inter-relationships of the programs.
- Assign lead responsibility for each work unit, linked to funding sources.
- Set and monitor schedules consistent with Framework milestones, enabling the total Program to achieve consistent, uniform progress.
- Measure performance against cost, schedule and program objectives. This includes systematic monitoring of changes in budget, schedule or program scope, which could adversely affect progress of the total Program.

### CALFED Agencies

**California** The Resources Agency  
Department of Fish and Game  
Department of Water Resources  
California Environmental Protection Agency  
State Water Resources Control Board  
Department of Food and Agriculture

**Federal** Environmental Protection Agency  
Department of the Interior  
Fish and Wildlife Service  
Bureau of Reclamation  
U.S. Geological Survey  
Bureau of Land Management  
U.S. Army Corps of Engineers

Department of Agriculture  
Natural Resources Conservation Service  
U.S. Forest Service  
Department of Commerce  
National Marine Fisheries Service  
Western Area Power Administration



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- Retrieve actual cost and work progress information each month from the implementing agencies and entities for purposes of performance measurement.

Progress reporting systems will require an understanding of the data reporting methods of the various CALFED agencies. The CALFED agencies will be consulted by the Bay-Delta Program to determine the most effective methods to retrieve information for this purpose.

To initiate this process and establish appropriate agency contacts for these purposes, we have scheduled a meeting on September 25 at 3:00 PM in the Resources Building, Room 1147-C1. The meeting will focus on the data reporting methods of your agencies, including actual cost tracking, as it relates to the reporting needs of the Bay-Delta Program. We request that a representative from your agency attend, as this is a critical element to the success of the Program.

I appreciate your support in our effort to develop a consistent progress reporting system, which will be essential to the completion of Stage 1 activities. If you have any questions, please feel free to call Dennis Majors at 916-657-4765.

cc: Lester A. Snow  
Steve Macaulay  
Michael Spear